



UNIVERSITY OF HARTFORD

Assignment Submissions using the Digital Dropbox (Instructor)

Overview

There are two Blackboard tools designed for assignment submission: the Digital Dropbox and the Assignment Tool. The digital dropbox is ‘quick and easy’, but poses problems if you have many submissions since there’s no efficient way to download or remove the files. The Assignment Tool (see separate documentation) resolves these issues.

All students enrolled in a Blackboard course have their own Digital Dropbox within the course. They can either add a file to the Digital Dropbox (but not send it anywhere), or send a file. Students can only send files to the instructor, but the instructor can send files to anyone on the course roster. Sent files are stored in the recipient’s Digital Dropbox, therefore the recipient must go to his or her Digital Dropbox to retrieve files.

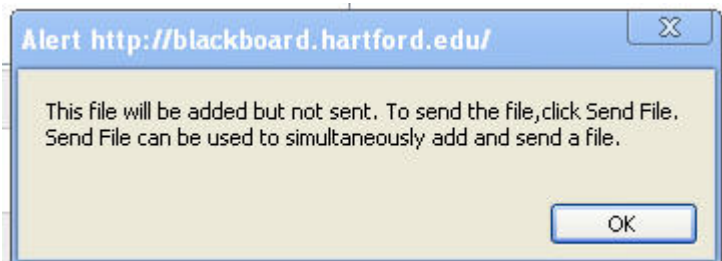
Instructors would benefit from having the students use specific file formats (e.g., Word document) and naming conventions to be able to easily identify which students sent what assignment. Most instructors use the assignment name and the initials of the student (e.g., “Assignment2LPW.doc”). Only characters and numbers, without symbols or spaces, should be used in file names. Number symbols (#) and slashes (/) are especially problematic for Blackboard (and computers in general).

Using the Digital Dropbox

From the Control Panel, select **Digital Dropbox** from the Course Tools area. Any previously submitted files will be listed.

To ADD a File to your Dropbox

1. Click **Add File**.
2. Give the file a title.
3. Use the **Choose File** button to select the file from your computer.
4. Provide Comments (if desired).
5. Click on **Submit**. Blackboard warns you that you are only **adding, not sending** the file.

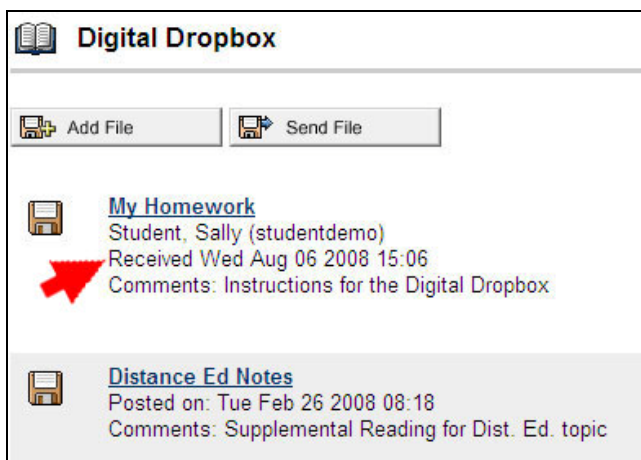


Adding files works the same for both instructors and students. However, most of the time, students and instructors **send** files to each other. In this case, they should use **Send File**.

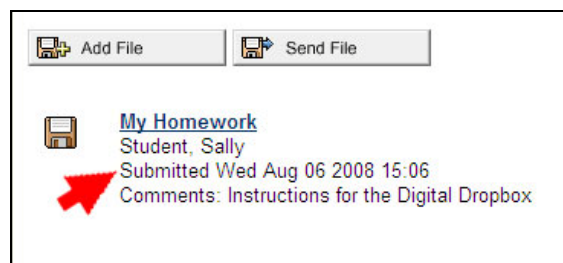
To Send a File

1. Select **Digital Dropbox** from the Control Panel and select **Send File**.
2. From the dropdown menu, choose student(s). Hold down the Control key to select multiple students.
3. Select **Select File** for a previously added file (this option won't appear if you have none added) or Upload New File;
4. Use the **Choose file** button to select a file from your computer.
5. Click **Submit**. Recipients must go to their Digital Dropbox to retrieve the file.

Sent files are automatically added to the Digital Dropbox with a time/date stamp and are marked either "Submitted" or "Received", depending on the view. Added files are marked "Posted on" (added to the dropbox, but not sent).



Instructor View of Submitted Homework



Student View of Submitted Homework

Digital Drop Box Errors FAQ

My student tells me s/he submitted the file, but I don't see it.

This error has most likely occurred because the student has accidentally used the **Add File** button instead of Send File. Ask the student to verify the file says "Submitted". If not, the student may click the **Send File** button and select the posted file from the drop down list to submit it.

I Can't Open the Submitted File

If your student's file won't open, check for the following:

- It may be that the student is using an incompatible version of a Microsoft Office Word (too old or too new). Ask the student to resave and send it as an .rtf, which is a 'rich text file' and is compatible with many different word processors such as Word regardless of version.
- Look at the file extension - certain files may require a special plugin to open. Call the Computer Support Center for assistance, (860) 768-5999.
- Very large files (video/audio files, PowerPoints, or documents with lots of images) take a long time to download. Ask your students to zip them prior to sending them or ask them to submit files to you on a CD or DVD. FCLD can provide instructors help on shrinking files sizes.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcld@hartford.edu

Website: <http://uhaweb.hartford.edu/fcld/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, Facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts